



## **PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA**

### **Administrative Aide**

**POSITION:** Administrative Aide, Support Services Division, Carson City

**CONTACT:** Kristina Kibbe, Personnel, 775.687.4200 ext. 294

#### **SUMMARY:**

This is an entry level position assigned to provide general clerical and retirement support to the agency.

#### **DUTIES & RESPONSIBILITIES:**

Duties could include, but are not limited to processing mail, scanning, and indexing documents, data entry, answering incoming phone calls, and assisting public when one is seeking information regarding PERS. Posting of monthly benefit checks, entering data in computer according to clearly defined instructions and criteria; reviewing data for completeness and referring incomplete, illegible, or incorrect data and documents to higher grade level staff for resolution; maintaining production/completion logs as assigned, arranging materials for storage, disposal, or preservation according to established PERS procedures and retention schedules.

Performing reception duties and answer telephones; greeting PERS callers and visitors and providing basic information regarding PERS activities; answering general questions; mailing prepared brochures or informational materials to members, retirees, or other requestors.

Perform related duties as assigned.

#### **SKILLS & ABILITIES:**

General knowledge of standard office procedures such as filing, typing, answering telephones, taking/sending written or electronic mail messages; good telephone etiquette; correct English language, grammar and punctuation, proper spelling of commonly used words, operation of computers and other office machines, word processing software, manual and computerized recordkeeping methods, basic math and reading skills sufficient to understand information and materials related to the assignments. Ability to use computers, telephones, copiers, fax machines and other office equipment use to perform clerical work; understand and follow oral and written directions, communicate, and work cooperatively with others including co-workers and the public.

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**EDUCATION & EXPERIENCE:**

Graduation from high school or equivalent education and six months of general clerical experience; **OR** six months of experience as a Clerical Trainee in Nevada State service; **OR** and equivalent combination of education and experience as described above.

**SALARY AND BENEFITS:**

The position is the equivalent of a Grade 21 in classified services, which has an annual salary of \$29,148.48 to \$41,572.08 (employee/employer paid retirement) based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave, and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided is available at [www.pebp.state.nv.us/plans/new-hire-resources](http://www.pebp.state.nv.us/plans/new-hire-resources). Other optional benefits are also available, including a deferred compensation program.

**APPLICATION PROCESS:**

The Public Employees' Retirement System of Nevada (PERS) is the public pension plan for all public employees in the State of Nevada. We are governed by the Retirement Board. Applicants may be required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit a PERS Employment Application. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Please email the application to [jobs@nvpers.org](mailto:jobs@nvpers.org), or mail it to:

Public Employees' Retirement System of Nevada  
Attn: Kristina Kibbe  
693 W. Nye Lane  
Carson City, NV 89703

**NOTE: The Public Employees' Retirement System of Nevada is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.**